Checklist for International Students
On-Campus Job Process

1. Apply to UTEP Student Employment Jobs in Handshake
2. Ask your on-campus employer for a job offer letter
3. Submit the On-Campus Work Authorization & Social Security Letter requests through Sunapsis
4. Take all letters to the Social Security Administration Office (600 Texas Ave.) to request the card
5. Once you have a social security number, you may continue your process with the UTEP Human Resources Department (hr@utep.edu)
6. Report your hire on Handshake

For more information email: oip@utep.edu